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ABSTRACT

In August 1988, a survey of State University of New York (SUNY) archives and special collections was sent to all SUNY library directors, who were asked to distribute the questionnaire to individuals responsible for the archives and/or special collections in each library. This report presents the responses from 41 libraries (65% rate of return). The entries are listed alphabetically by the name of the institution under the following headings: (1) SUNY university centers; (2) colleges of arts and sciences; (3) health science centers; (4) specialized colleges; (5) colleges of agriculture and technology; (6) community colleges; and (7) statutory colleges. Each entry includes the name, address, and telephone number of the library as well as information about its collections, users, hours, personnel concerned with archives and special collections, whether there is a separate budget for special collections, and specific aspects, issues, or problems mentioned by the respondent. Conclusions based on the findings of the survey are also presented, and it is recommended that resource sharing among these types of SUNY libraries be implemented, and that those with specific expertise in this area create a special collections/archives caucus, workgroup, roundtable, or other appropriate organization. Appendixes include a list of the institutions whose libraries responded to the survey and copies of both the survey questionnaire and a checklist in the form of questions about special collections and archives. (SD)

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SPECIAL COLLECTIONS/ARCHIVES

IN SUNY LIBRARIES

A Survey

Presented at

State University of New York Librarians' Association

Potsdam, New York

June 9, 1989

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INTRODUCTION

The idea for a SUNY Special Collections/Archives survey was initially due to curiosity. I wondered if it would be possible to generate within the active and collegial atmosphere of SUNYLA a network of "Friends of Special Collections/Archives." Would there be any interest in a SUNYLA '89 presentation on Special Collections/Archives?

My colleague Judith Wellman, Professor of History, and I coordinate Special Collections in Penfield Library at SUNY College at Oswego. Within the last several years, Special Collections has served as a resource for the college's 125th year celebration and a presidential inauguration. Our resources are accessed by campus and community individuals, groups and programs. We offer the opportunity for undergraduate and graduate students to do primary source research. Utilizing the SUNY Retention and Disposal Schedule, we have been able to identify and make decisions about college records. We, as are many other SUNY archives and special collections, operating with minimal staff, minimal processing, and minimal open research hours. What, we wondered, were some of the other archival issues for our sister institutions?

Encouragement for the survey came from SUNYLA President Chris Bulson, and further encouragement came from SUNYLA '89 Program Chair Tim Hartnett. My library director, Anne Commerton, offered further encouragement, suggesting that SUNY library directors be the recipients of the survey, because they were in the best position to direct the survey to the individual or individuals responsible for Special Collections/Archives in each library.

The survey was sent in August 1988, to library directors in University Centers, Colleges of Arts and Science, Health Science Centers, Specialized Colleges, Colleges of Technology/Agriculture and Technology, Community Colleges, and Statutory Colleges. There was a 65% return. No follow-up occurred due to lack of time during the school year.

Please see Appendix A for the List of Respondents.

RESULTS OF THE SURVEY

An examination of the returned surveys revealed that a tabular form for reporting results would be difficult. The decision was made to use the form of the survey itself for a reporting framework. The numbers below correspond to the questions on the survey. A copy of the survey is in Appendix B. Institutions are listed below as they appear in SUNYLA's *Directory of Librarians of the State University of New York 1988-1989.*

UNIVERSITY CENTERS

University at Albany
State University of New York
Special Collections and Archives
University Library B49
Albany, NY 12222
(518) 442-3543

1) Special Collections; Archives; Records Management
2) Manuscripts, rare books, history of children's literature, university archives, science fiction, maps, photographs, prints, German Intellectual Emigre Collection, archives of Public Affairs and Policy, ephemera
3) Undergraduate and graduate students, faculty, public, university administration, researchers from outside United States
4) Monday-Friday 10 a. m. - 3 p. m. and by special appointment
5) Don Skemer, Head, Special Collections/Archives
   Geoffrey Williams, University Archivist and Records Manager
   Mary O'Shielski, Assistant Head, Special Collections/Archives
   Sara Williams, Preservation Librarian
6) No
7) Expansion of resources

State University of New York at Binghamton
Glenn G. Bartle Library
Special Collections
Binghamton, NY 13901
(607) 777-4844

1) Special Collections/Archives
2) Rare books, university archives, faculty publications, Max Reinhardt archive (Austrian theatrical producer and director)
3) Students, university administration, outside researchers
4) Monday-Friday 1:00 p. m. - 5:00 p. m. and by appointment
5) Marion Hanscom, Assistant Director of Libraries for Special Collections and Fine Arts
6) No
7) Access, staffing, service, space, where we fit into university priorities

State University of New York at Buffalo
Charles B. Sears Law Library
205 John Lord O'Brien Hall
Buffalo, NY 14260
(716) 636-2089

1) Special Collections/Archives
2) Papers of notes attorney John Lord O'Brien, writings of Law School faculty and administration
3) Historians, attorneys, persons interested in Law School's history
4) Monday-Friday 9:00 a. m. - 5:00 p. m. and by appointment
5) Head Reference Librarian (716) 636-2089
6) No
7) Desire grant for microfilming O'Brien papers

SUNY at Stony Brook
Melville Library
Special Collections
Stony Brook, NY 11794
(516) 632-7119

1) Special Collections/Archives
2) University archives, Javits collection, Environmental Defense Fund Collection, Yeats Microfilm Manuscript Collection, book collections (Long Island, general literature, radical history)

incunabula and materials with imprints prior to 1821, historical maps of Long Island, ephemera
3) Graduate and undergraduate students, faculty, community members
4) Monday - Friday 10:30-11:30 a. m. and 1:00 p. m. - 5:00 p. m. and by appointment
5) Evert Volkersz, Head of Archives
Danna Bell, Assistant
6) Yes, but it is quite minimal
7) Lack of monetary support, limited staff to provide service and process collections, lack of information/development of misconceptions within campus community about collections and services

COLLEGES OF ARTS AND SCIENCE

SUNY College at Brockport
Drake Memorial Library
Brockport, NY 14420
(716) 395-5811
1) Special Collections/Archives
2) Books, pamphlets, scrapbooks, maps, photographs, records, maps
3) College archives: historical material and official publications of the college from origin in 1830s; Masters Theses; Local History: growth and development of immediate tri-county area of Western New York; Edwards Collection: books printed before 1866 in United States.
4) Monday-Friday 9:00 a. m. - 4:30 p. m. Should call ahead for lengthy research.
5) Judith Bloch, Assistant Head of Serials, Librarian
6) No
7) Preservation and storage (have received small grant from NYS Conservation/Preservation Program); adequate staffing for preservation activity and to prepare bibliographic tools: guides, list, indexes, for improved access

State University College at Buffalo
E. H. Butler Library
1300 Elmwood Avenue
Buffalo, NY 14222
(716) 878-6304

1) Special Collections/Archives
2) Archives (2216 linear feet) contains historical documentation from 1871 to the present, and Special Collections (4066 linear feet) are stored in various rooms from the library basement to the top floor and the basement of an adjoining building. Holland Land Company papers; Frederick Law Olmsted Papers; Seneca Indians Land Claims Collection; Lois Lenski manuscripts; Selig Adler Jewish Archives of Greater Buffalo (selected from "Special Collections 1988" listing sent by Sister Martin Joseph Jones)
3) Alumni, administration, faculty, students use archives. Many also use the Special Collections, but most users of Special Collections are outside researchers, especially those of the *Courier-Express* news clips/photos, 1950-1982
4) Monday-Friday 8:30 a. m. - 4:00 p. m. Appointments recommended.
5) Sister Martin Joseph Jones, Associate Librarian, Archives/Special Collections
6) No. Supplies purchased through library budget; donations and fees provide limited amount for Special Collections, though inadequate.
7) Staffing (even volunteers), budget, space for growth

SUNY College at Cortland
Memorial Library
Cortland, NY 13045
(607) 753-2525

1) Special Collections/Archives
2) The archives relate to the college program. Special Collections consists of some rare books, one of a kind local history texts and books that are old, needed for the collection, and in poor condition
3) Students, alumni, faculty. Special Collections was used extensively by an English professor who taught a course on descriptive bibliography; the professor is now retired

4) Archives and special collections are open all regular library hours
5) We do not have an archivist; we depend on community volunteers. Special Collections is the responsibility of the Collection Development Librarian, Public Services Librarian, and the Conservation Catalog Librarian
6) We do not have a separate budget for either program. We provide few budgetary resources for these programs
7) We have not assigned anyone to cover these programs specifically because of previous staff cuts

Empire State College
State University of New York
2 Union Avenue
Saratoga, NY 12866
(212) 279-7380

1) ESC has two special collections but does not have a library per se. At the Van Arsdale Center in New York City, we have a labor library.
2) As part of the New National Center on Adult Learning in Saratoga Springs, we have a small library on non-traditional, innovative, and alternative education
3) Administrators and faculty use the Saratoga Library; in NYC, students, faculty, and administrators use the labor library. In the future we plan to open the Saratoga library to all those interested in nontraditional education
4) Normal hours for these locations.
5) Timothy Lehmann, Assistant Vice-President, Research and Evaluation
6) No
7) Staffing, reference, service, grantwriting

SUNY College at Fredonia
Daniel A. Reed Library
Fredonia, NY 14063
(716) 673-3183

1) Special Collections/Archives
2) College archives, local history collection (relating to Chautauqua and Cattaraugus Counties, includes Stanley Lundine

and Joseph Gerace papers), Holland Land Company Collection, Zweig Collection
3) College administrators, faculty, students, academics, local historians, genealogists
4) Archives and Local History 8:30 a. m. - 5:00 p. m. Closed 12-1 MWS: Holland Land Co. and Zweig Collection. Regular library hours vary
5) Jack T. Ericson, Archivist/Curator, Archives and Local History Franciska Safran, Reference and Collection Development Coordinator, Holland Land Company and Zweig Collection
6) Some acquisition funds for archives and local history.
7) Staffing, space, administrative awareness of need and functions of an archives

SUNY College at Geneseo
Milne Library
Geneseo, NY 14454-1498
(716) 245-5595
1) Special Collections/Archives
2) College archives, records and publications of the College from 1869 to the present; Genesee Valley Historical Collection (more than 3,000 volumes on county, town, village, family, and church history in counties of Orleans, Monroe, Genesee, Livingston, Wyoming, and Allegany); Carl Schmidt Collection in Historic Architecture; Wadsworth Family Papers; Martha Blow Wadsworth Photography Collection
3) Students and faculty, local residents; others working on genealogical or local history research
4) Special Collections available only when reference librarians are on duty: M-Th 8:00 a. m. - 10:00 p. m.; F 8:00 a. m. - 4 p. m.; Sa 10:00 a. m. - 4:00 p. m.; Su 2:00 p. m. - 8:00 p. m.
5) No one has major responsibility; Head of Cataloguing Department catalogs all materials; Head of Reference Department handles most mail queries and requests to use collections
6) $1,000 per year for Genesee Valley Historical Collection; other funds from general budget as needed
7) None listed

SUNY College at New Paltz
Sojourner Truth Library
New Paltz, NY 12561
(914) 257-2214
1) Special Collections/Archives
2) Special Collections: rare and restricted books, periodicals, local history, faculty and student publications, and some college publications. Archives: college materials
3) Faculty, students, residents
4) Materials available most hours the library is open
5) Responsibility has not been assigned
6) No
7) Conservation/preservation

SUNY College at Old Westbury
Library
Box 229
Old Westbury, NY 11568
(516) 876-3156
1) College archives
2) All material we can gather related to history and development of the college
3) Primarily students with class assignments
4) Monday-Friday 9:00 a. m. - 12:00 p. m.; 1:00 p. m. - 4:00 p. m.
5) The archives is in the library administration area and mainly the responsibility of the library director's administrative assistant, but the director and his secretary also help
6) No
7) We do not have the time or staff to handle this as we should

State University College atOneonta
James M. Milne Library
Oneonta, NY 13820
(607) 431-3454
1) Special Collections/Archives
2) 19th and early 20th century textbooks, methods books and popular fiction; NYS verse; faculty publications; Folio Society; private presses; college history, photographs and yearbooks
3) Mainly students; some community and faculty

4) Monday-Friday 1:30 p. m. - 4:30 p. m.
5) Diane A. Clark, Acting Head of Cataloguing, Special Collections Librarian
6) Yes
7) Have had successful bibliographic instruction with some Education Department faculty using early textbooks; we host about six public programs a year; mainly interested faculty contact the SCC librarian. These are mostly humanities and literature lectures, but some slide presentations are made on community interests

State University of New York College at Oswego
Penfield Library
Oswego, NY 13126
(315)341-3537/3538/3110
1) Special Collections/Archives
2) College archives; local history; rare books. Millard Fillmore and Marshall Papers.
3) Undergraduate and graduate students, faculty, staff, community members, local historians, genealogists, State, other states, and other countries
4) Monday and Thursday afternoons 1:30 p. m. - 4:30 p. m. during the semester. At these times, we have two staff members to serve researchers. Available other times by special arrangement, but we can serve researchers better during our regular open hours
5) Nancy Seale Osborne, Associate Librarian, and Judith Wellman, Professor of History, are Coordinators of Special Collections. The Special Collections Coordinating Group meets monthly; it consists of Dr. Wellman, librarians, staff members, and student archival interns. This staff provides excellent information and research assistance. We have been especially busy during the past several years during which time the college has celebrated its 125th year and the inauguration of our new president, Dr. Stephen L. Weber
6) No
7) Our collection has been thoroughly evaluated by a conservator from the Northeast Document Conservation Center, and we are slowly attempting to follow her excellent suggestions. We

have received two NYS conservation/preservation grants: one for disaster workshops which were held in two New York State locations last year, the other for microfilming *Oswego City Directories.* Penfield Library Associates, a "Friends of the Library" organization, has granted funds for indexing 19th century Oswego newspapers and for microfilming the college's student newspaper. Auxiliary Services has completed the funding requirements begun by the Associates and by The Friends of Tyler Art Gallery, to restore a charcoal drawing of Edward Austin Sheldon, the college's founder. We need to continue writing grants; we wish to continue working with archival interns, who receive three credit hours for their semester's work and who are the only current processors of our collections at the present time; we are in great need of support staff assistance, for both secretarial and processing activities. We have an ever-increasing backlog for which we are able to provide storage but no access

SUNY Plattsburgh
Benjamin F. Feinberg Library
Plattsburgh NY 12901
(518) 564-5180 (Administration) 564-5206 (Special Collections)

1) Special Collections/Archives
2) Materials dealing with New York State in general, with particular emphasis on the Northern New York area; rare books if applicable to the curriculum; college archives; thesis master collection
3) Students, faculty, and area residents; some researchers from other areas of the state and from other states
4) Monday through Friday 9:00 a. m. - 12 :00 noon; 1:00 p. m. - 4:00 p. m. Saturday 1:00 p. m. - 5:00 p. m.
5) Joseph W. Swinyer, Documents/Special Collections Librarian
6) Separate materials budget; temporary service allocation for technical assistants who assist with informational queries and processing
7) We have adequate staff to provide excellent reference and informational assistance. We do have a backlog of unprocessed or incompletely processed manuscript materials due to several very large gifts in the past few years. One collection numbered over 100,000 pieces

Potsdam College
Frederick W. Crumb Library
Potsdam NY 13676
(315) 267-2483 (Director) 267-2486 (Reference) 267-2491 (Archives)

1) Special Collections/Archives
2) Potsdam College Archives; Bertrand Snell Collection (Congressman 1931-1939); source material on Potsdam and vicinity, the St. Lawrence River Valley and Seaway, and the Adirondack region
3) Faculty, students, alumni and administrative staff; general public and inter-library loan users who will accept library use only
4) Monday-Thursday 9:00 a. m. - 5:00 p. m. and 6:00 p. m. - 9:45 p. m.; Friday 9:00 a. m. - 5:00 p. m.; Saturday and Sunday 1:00 p.m. - 5:00 p. m. and 6:00 p. m. - 9:45 p. m.
5) Margaret N. Weitzmann, Assistant Librarian
6) No
7) Access and general service: limited to Information Desk hours. Special service, including bibliographic instruction, coordination and communications: limited to Archivist's hours. We do very little with conservation/preservation. Library recognizes a small Special-Handling category of books which can be consulted only in Archives Room

Health Science Centers

SUNY Health Science Center at Syracuse
Health Sciences Library, Weiskotten Hall
766 Irving Avenue
Syracuse NY 13212
(315) 473-4585

1) Special Collections/Archives
2) Institutional archives separate from history of medicine collections
3) Geneva Medical College Collection, Americana and Rare Collections, Henry L. Elsner Collection, Archives of SUNY HSC

at Syracuse College of Medicine and Syracuse University College of Medicine
4) Monday, Tuesday, Friday 8:00 a. m. - 2:00 p. m.
5) Eric Luft, PhD, Technical Assistant for Special Collections; for Archives, Rosemarie P. Bundy
6) Yes
7) Conservation/Preservation; Access and Publicity; Security; Staffing; Grantwriting

Specialized Colleges

Forestry
SUNY/ESF Library
Syracuse, NY 13210
1) Special Collections/Archives
2) 350+ linear feet of archival materials, not including graduate theses, including text, sound recordings, prints and photographs, scrapbooks, lantern slides, some maps, realia, Fletcher Steele manuscript collection
3) Faculty and graduate students, some residents. We have a national audience for Fletcher Steele material
4) Monday - Friday daytime hours; 9:00 a. m. - 1:00 p. m. staffed by the Archivist. Other times by appointment
5) Flora Nyland, College Archivist
6) Yes
7) Conservation/Preservation; grantwriting; archives has a good relationship within the library and staff; disseminating information and public access are problems

SUNY Maritime College
Stephen B. Luce Library
Fort Schuyler
Bronx, NY 10465
(212) 430-7231
1) Special Collections/Archives
2) College Archives (Institutional and Alumni, 1874-); Marine Society of New York (1769-); Sailors Snug Harbor (1797-); Sandy Hook Pilots (1845)
3) Historians (maritime and local (NYC) history; genealogists;

campus personnel; alumni
4) Monday-Friday 8:30 a. m. - 4:30 p. m. (by appointment only)
5) R. Corson, Librarian
6) No
7) None listed

COLLEGES OF TECHNOLOGY/AGRICULTURE AND TECHNOLOGY

SUNY College of Technology at Delhi
Delhi NY 13753
(607) 746-4107
1) No

SUNY College of Technology at Farmingdale
Greenley Library
Farmingdale NY 11735
(516) 420-2040
1) Special Collections/Archives
2) Two separate collections, housed in different areas of the library: Special Collections, small collection of old books in history and agriculture; Archives, historical information and pictures of college, college catalogs, yearbooks
3) Special Collections: users of the card catalog who ask for Special Collection Books; Archives: administration and groups who want historical information and pictures of the college; graduates who need course descriptions
4) Whenever the library is open
5) Helene Cerky, Reference Librarian
6) No
7) Old pictures with no identification; campus departments send materials to archives without organizing them or identifying source

SUNY College of Agriculture and Technology
Morrisville NY 13408
(315) 684-6055
1) Special Collections/Archives

2) New York State History, particularly regional; rare books, as defined by us
3) Local people doing research; students
4) Anytime library is open
5) Colleen Stella, Director
6) No
7) None listed

COMMUNITY COLLEGES

Adirondack Community College
Bay Road
Glens Falls, NY 12801
(518) 793-4491x560
1) Special Collections/Archives
2) Local history of two sponsoring counties
3) Students, community, genealogists
4) Same as regular operational hours
5) William B. Martin, Director
6) Yes, self-endowed

Broome Community College
P. O. Box 1017
Binghamton, NY 13902
(607) 771-5043
1) Archives
2) Collection of materials supporting history of Broome Community College. Some materials on local history
3) College administrators, college students, some community people
4) By appointment only
5) Greta Wingate, Reference Librarian/College Archivist
6) No
7) Access; policy and procedures handbook that can be used in training clerical help; materials storage; security; evaluation of service

Cayuga Community College
Franklin Street
Auburn, NY 13021
(315) 255-1743
1) Special Collections/Archives
2) Primarily local history; Auburn Imprints; Earl Conrad Manuscript Collection; College Archives
3) Students, faculty, local community
4) Monday - Thursday 8:00 a. m. - 9:30 a. m.; Friday 8:00 a. m. - 5:00 p. m.; Sunday same as library hours
5) Douglas O. Michael, Director, Learning Resources Center
6) No

Clinton Community College
Learning Resources Center
Plattsburgh, NY 12901-14297
(518) 561-6650x361
1) Special Collections/Archives
2) Small collection concerning local history; Adirondack Collection
3) Faculty and students with questions of local history
4) Monday - Thursday 8:00 a. m. - 8:00 p. m.; Friday 8 a. m. - 4 p.m. Saturday 8:00 a. m. - 3:00 p. m.
5) Mary Claire Burg, Assistant Librarian
6) Yes
7) I have just started administering this collection; it has not been that large a special collection to entail much work as yet

Corning Community College
Arthur A. Houghton, Jr. Library
Corning, NY 14830
(607) 962-9251
1) Special Collections/Archives
2) Special Collections: Rare books in literature, finely printed books (700), and manuscripts; Archives: College records
3) Students, local community
4) Monday, Tuesday 8:00 a. m. - 5:00 p. m.; Wednesday 8:00 a. m. - 9:00 p. m.; Thursday 8:00 a. m. - 5:00 p. m.; Friday 8:00 a. m. - 4:00 p. m.

5) Barbara Hornick-Lockard, Librarian
6) No
7) None listed

Erie Community College-North
Richard R. Dry Memorial Library
Main Street and Youngs Road
Williamsville, NY 14221
(716) 634-0800
1) Archives
2) Official records and memorabilia of Erie Community College
3) College staff and local community members
4) By request
5) Staffed by volunteers (former college employees); supervised by one librarian
6) No
7) Current budget and staffing levels do not permit optimum development of the archive collection. In fact, without three very dedicated volunteers the archives would hardly exist and rarely be maintained

Community College of the Finger Lakes
Lincoln Hill Road
Canandaigua, NY 14424
(716) 394-3500 x415
1) Special Collections/Archives
2) History of the college, minutes of the Board of Trustees, Academic Council, Faculty Association and various campus committees; publications of the college; Canandaigua Lake Pure Waters Association archives
3) Mainly administration and faculty; occasionally a student or two
4) Regular library hours (currently it's housed in two filing cabinets)
5) Charlotte Cooper, Reference Librarian
6) No
7) I would be interested in knowing what other campuses collect and how they arrange it. Ours could use a lot of work.

Fulton-Montgomery Community College
Route 67
Johnstown, NY 12095
(518) 762-4651x262
1) Special Collections/Archives
2) Campus-wide files and documents, publications, photos
3) In-house public relations person, historical data requests from Dean's office; occasional alumni
4) Data requested at desk; no open hours
5) Peter Betz, Assistant Librarian, A-V Librarian, and Archivist
6) No
7) Grant writing

Jamestown Community College
525 Falconer Street
Jamestown, NY 14701
(716) 665-5220 x210
1) Special Collections/Archives
2) College archives; Scandinavian Studies, local history, rare
3) Students, faculty, community users
4) Will open to anyone during regular library hours
5) Joan Shevory, Library Director
6) No
7) None listed

Jefferson Community College
Melvil Dewey Library
Watertown, NY 13601
(315) 782-5250 x224
1) Local and history collection
2) Circulating and non-circulating books and periodicals of local import; books by local authors; rare or difficult to replace NYS history books; rare books in general
3) Students, non-students interested in NYS and local history or genealogy
4) Regular library hours: Monday - Thursday 8:00 a. m. - 10 p. m.; Friday 8:00 a. m. - 5:00 p. m.; Saturday 11:00 a. m. - 5:00 p. m.; Sunday 1:00 p. m. - 5:00 p. m.
5) Ellen Childs, Readers Services Librarian

6) No
7) Attended state grantwriting workshop; conservation/preservation is nil; cheap shelving; strong, hot sunlight; access open but sometimes confusing for user if Readers Services Librarian is not there; service and reference is provided by any staff who is knowledgeable or by the Readers Services Librarian. No clerk. Special Collections/Archives is included in bibliographic instruction by Readers Services Librarian; coordinating and communication is sporadic; occasional community outreach

Mohawk Valley Community College Library
1101 Sherman Drive
Utica NY 13501
(315) 792-5337
1) No

Nassau Community College
Stewart Avenue
Garden City NY 11530
(516) 222-7408
1) Special Collections/Archives
2) Special Collections: small locked room upstairs; contains approximately 50 books; Long Island Collection (15 file drawers) and Dozenal Society Collection (3 or 4 boxes, 50 books). Archives: college archives, consists of 54 legal-size file drawers, 10 boxes and approximately 350 volumes
3) Special Collections: faculty rarely, once or twice a semester; Archives: college administrators and faculty are heavy users; also students assigned a "history of the college" paper
4) On request and whenever the library is open Monday - Friday 8:00 a. m. - 10:15 p. m.; Saturday and Sunday 12 noon - 4:45p.m.
5) Barbara Shupe, Assistant Professor, Reference Librarian
6) No
7) Indexing with questions and answers of paper college archives

Onondaga Community College
Coulter Library
Syracuse, NY 13215
(315) 469-7741 x345
1) Special Collections/Archives
2) Central New York history, especially Onondaga County; OCC authors; archival manuscripts: minutes of Board of Trustees meetings
3) Students, faculty
4) 8:30 a. m. - 4:30 p. m.
5) Frank Doble, Librarian
6) No
7) None listed

Orange Community College
Learning Resources Center
115 South Street
Middletown, NY 10940
(914) 343-1121x3190
1) Special Collections/Archives
2) Local history, Orange County
3) Local patrons
4) Monday - Friday 8:00 a. m. - 9:00 p. m.; Saturday 9:00 a. m. - 3:00 p. m.
5) Christina Baum, Director
6) No
7) Obtaining money for archivist to organize, catalog, preserve donations to collection

Rockland Community College
Library Media Center
145 College Road
Suffern, NY 10901
(914) 356-4650x473
1) Special Collections/Archives
2) College archives to the present; rare books, especially Irish, and some rare documents; collection of local history books and papers
3) Faculty, students, community residents use local history collection. Other areas are not open to the public at this time

4) Library hours are Monday - Thursday 8:00 a. m. - 10:00 p. m.; Friday 8:00 a. m. - 5:00 p. m. Access is by appointment only during these hours
5) Professor Robert W. Gleason, Director of Library Services
6) No, but we have a current allocation for 1988-89 for microfilming
7) There is a growing need for an institutional commitment for a separate budget for microfilming, professional archival preservation, materials, equipment, and staffing. We currently have a volunteer archivist at ten hours a week and need a half-time paraprofessional and student workers in the future

Schenectady County Community College
Washington Avenue
Schenectady, NY 12305
(518) 346-6211
1) Special Collections/Archives
2) In 1987 the collection was surveyed by a representative from the New York Historical Resources Center a Cornell University and entered into the RLN database. Two of the buildings on Campus are significant to the history of the City of Schenectady and historic photos, blueprints, and correspondence are maintained. A second part of the collection consists of files and newspaper clippings related to community efforts to establish a college. Also items that relate to the ongoing history of the institution are stored
3) Faculty and administrative staff; occasionally students
4) Monday - Friday 9:00 a. m. - 5:00 p. m. by appointment
5) Nancy M. Heller, Director of Library Services
6) No. Materials have been donated. Supplies are purchased out of the library's supplies budget
7: None listed

Sullivan County Community College
Hermann Memorial Library
Loch Sheldrake, NY 12759
(914) 434-5750 x226
1) Special Collections/Archives
2) Documents and news clippings relating to college history

3) Faculty and staff
4) Special arrangements to be made with college archivist
5) Phyllis R. Jones, College Archivist
6) No
7) Conservation/preservation

STATUTORY COLLEGES

New York State College of Ceramics
Scholes Library
Alfred University
Alfred, NY 14802
(607) 871-2492
1) Special Collections/Archives
2) Visual resources has archival visual material including MFA theses slide archive and archival videotapes; these are not in Special Collections proper. Artists' books, rare books, archival material relating to college history, NCECA papers, Charles Fergus papers
3) Researchers in the field of ceramic art education, American ceramics, interlibrary loan requests for early work papers in Ceramic Engineering
4) Regular library hours upon request
5) Elizabeth Gulacsy, Reference Librarian
6) No
7) None listed

Flower Veterinary Library
Cornell University
C201 Schurman Hall
Ithaca, NY 14850
(607) 253-3510
1) Special Collections/Archives
2) Audiovisual materials (approximately 600 audiotapes; 500 videotapes; 31,000 35mm slides; 20 16mm films)
3) Primarily veterinary medical (D. V. M.) students
4) 98 hours/week
5) Susanne Whitaker, Librarian
6) No

7) Coordination with AV production facilities and computer centers

CONCLUSIONS AND RECOMMENDATIONS

An examination and analysis of the survey results leads one to several conclusions* and one recommendation**.

The conclusions are listed below:

* SUNY Special Collections/Archives constitute a wealth of resources, in some instances untapped.

* An up-to-date SUNY Retention and Disposal Schedule which includes archives is very much needed if campuses are to manage records well and thus retain the history of SUNY institutions.

* At a time of economic stringency, Special Collections/Archives appear to suffer the greatest.

* There is a serious question as to whether SUNY's mission includes the affirmation and maintenance of its unique heritage.

* The diversity of individual institutional support and awareness of SUNY Special Collections/Archives is evident.

* Resource sharing among and between SUNY Special Collections/Archives appears to be an idea whose time may have come.

* Assistance from and cooperation with SUNY Central Administration and the State Archives are extremely necessary if SUNY Special Collections/ Archives are to survive and thrive.

* There are a number of individuals in SUNY with the expertise to serve as consultants to SUNY libraries who have relatively undeveloped Special Collections/Archives.

* Each SUNY institution has historically related to its community in

unique ways; these relationships deserve to be documented.

* Town-gown relationships are enhanced by a strong Special Collections/ Archives.

* Those who have specific expertise in Special Collections/Archives, could be enabled to share that information with others within the framework of SUNYLA through the creation of a Special Collections/Archives caucus, workgroup, roundtable, or whatever form SUNLYA might endorse.

**The recommendation is a checklist that addresses issues raised by the survey. See: "Questions About Special Collections/Archives in SUNY Libraries: A Checklist" in Appendix C. This checklist may be utilized by librarians in SUNY to provide dialogue, muster advocacy, create change, and develop strategy, with the overall objective of removing the risk to SUNY's heritage through providing for its preservation, conservation, and access.

APPENDICES

LIST OF RESPONDENTS

UNIVERSITY CENTERS
- Albany
- Binghamton
- Buffalo
- Stony Brook

COLLEGES OF ARTS AND SCIENCE
- Brockport
- Buffalo
- Cortland
- Empire State
- Fredonia
- Geneseo
- New Paltz
- Old Westbury
- Oneonta
- Oswego
- Plattsburgh
- Potsdam

HEALTH SCIENCE CENTERS
- Syracuse

SPECIALIZED COLLEGES
- Forestry
- Maritime
- Technology

COLLEGES OF AGRICULTURE & TECHNOLOGY
- Delhi
- Morrisville

COMMUNITY COLLEGES
- Adirondack
- Broome
- Cayuga
- Clinton
- Corning
- Erie
- Finger Lakes
- Fulton-Montgomery
- Jamestown
- Jefferson
- Mohawk Valley
- Nassau
- Onondaga
- Orange
- Rockland
- Schenectady
- Sullivan

STATUTORY COLLEGES
- Alfred
- Cornell

STATE UNIVERSITY OF NEW YORK COLLEGE AT OSWEGO
PENFIELD LIBRARY SPECIAL COLLECTIONS
OSWEGO, NEW YORK 13126
(315) 341-3537/3538

1) Does your library have a Special Collections/Archives?
Yes_____ No_____

2) If yes, please briefly describe its holdings:
_____
_____
_____

3) If yes, please describe your users or researchers:
_____
_____
_____

4) If yes, what are your hours?_____

5) If yes, who has the major responsibility for Special Collections/Archives?_____
_____

6) If yes, do you have a separate budget for Special Collections/Archives?
_____

7) Do you have specific aspects, issues or problems that you would be willing to briefly mention: conservation/preservation; access; service; reference; staffing; bibliographic instruction; coordination and communication with other areas of the library, with other campus departments, with the community; continuing education for staff; grantwriting?
_____
_____
_____
_____

THANK YOU FOR YOUR HELP!
Please return this survey to:
Nancy Osborne, Associate Librarian, Coordinator of Special Collections
at the above address

QUESTIONS ABOUT SPECIAL COLLECTIONS/ARCHIVES

IN SUNY LIBRARIES:

A CHECKLIST

1) Does Special Collections/Archives in my library support the curriculum of the institution?

2) Is Special Collections/Archives indispensable to the administration of the institution? To the institution's public affairs office? To the institution's Alumni Association?

3) Are Special Collections/Archives holdings, services, and research opportunities publicized on campus and in the community?

4) Are manuscript collections, faculty publications, local history publications, and rare books accessible through NUCMC, OCLC or RLN?

5) Are there active advocates for Special Collections/Archives within the library, on campus, and in the community?

6) Are library professionals being kept informed by the institution's Grants Officer about grants for preservation, conservation, and research opportunities?

7) Are professional development opportunities in Special Collections/ Archives offered to both library professionals and support staff?

8) Is Special Collections/Archives utilized for special programs in oral history, local history, Friends of the Library presentations?

9) Is an active effort made to incorporate Special Collections/Archives into the library's bibliographic instruction program? Is Special Collections/Archives included when library tours are offered for new students or faculty, community members, visiting parents, or specialized populations (international, non-

traditional, off-campus students)?

10) Are Special Collections/Archives reference services an integral part of the library's reference and information services?

11) Is staff time provided for the creation and maintenance of adequate inventories and finding aids for Special Collections/Archives? Is adequate processing space and time available to provide access to collections?

12) Is there a regional resource organization available for assistance to Special Collections/Archives personnel (NC3Rs; RCHA--Regional Conference of Historical Agencies) for everything from acid-free archival materials to workshops on specialized needs (organization of photograph collections, grantwriting)?

13) Have all librarians and support staff had an opportunity to become familiar with the wealth of resources in Special Collections/Archives through actual hands-on experience with the materials?

14) Are at least two staff members available for open research hours in Special Collections/Archives (one for retrieving materials, and one for providing security--both for the provision of references services)?

15) Are efforts made to network and resource share with local historical societies, museums, architectural heritage groups?

16) Have local educators responsible for the New York State Regents mandate to teach local history in fourth grades been made aware of Special Collections/Archives resources? This mandate offers teachers the opportunity to utilize primary source materials (oral history, diaries, letters, census) in classroom settings, thus encouraging a new generation of historians!

17) Is Special Collections/Archives perceived as a place to deposit important local history and institutional-related materials when individuals, groups, departments, programs, corporations, or city or

county officials move, retire, clean desks, files, and houses?

18) Is there a multicultural emphasis on collections solicited for Special Collections/Archives? Does the collection reflect the diversity on SUNY campuses and in their local communities: immigrant, ethnic, racial, class, religious, gender, sexual preference, disability, age?

19) Does the collection reflect social history, that of ordinary people, men, women, and children. as well as the history of wealthy, powerful, or influential individuals?

NSO/6-89